

U.S. Department  
of Transportation

**United States  
Coast Guard**



Commander  
National Strike Force

1461 North Road Street  
Elizabeth City, NC 27909  
Staff Symbol:  
Phone: 252-331-6000  
FAX: 252-331-6012

16471

2001-001

Dear Oil Spill Industry Representative:

Thank you for your inquiry concerning the Oil Spill Removal Organization (OSRO) Classification Program and the National Response Resource Inventory (RRI) database. We are providing you materials that will assist you in meeting the requirements for participation. Although your participation in the OSRO and RRI program is voluntary, an OSRO classification will be offered if and only if your company meets the RRI program requirements. Federal statutes do not require you to have a Coast Guard OSRO Classification in order for your resources (personnel and equipment) to be listed and employed by a facility's or vessel's response plan. Therefore, we recommend you provide all of the required information outlined on the enclosed RRI data collection disk.

We have started a long term project which will completely transform the present system of data collection; in the mean time, we will continue to employ MS-DOS computer software in order to get your information processed. Computer parameters include: IBM-compatible that will read High Density 1.44MB 3 1/2" disketts; 3MB available storage on hard drive; 4MB of available RAM.

Once completed with disk's program and reviewed information, mail enclosure (3) with supporting documentation and enclosure (6) to the National Strike Force Coordination Center, (NSFCC).

Your resources will be loaded on the RRI database and you should be able to review them on the web at <http://www.uscg.mil/hq/g-m/response/osrodata.htm>. The data can also be imported into Access 97 and Access 2000 (the latter requires installment of an ODBC driver). This information will be made available to the plan holders and public because of three positive impacts: 1) It provides ready information to civilian and government officials who are looking for resources to respond to an actual oil spill, 2) Facilities and Vessels in all 46 Captain of the Port (COTP) zones can make well sound decisions in obtaining the right level of OSRO resources when developing contingency and response plans, 3) Enables the American public, engineers, scientists and agencies to study the distribution of existing resources in the United States and make sound recommendations during National Level Incidents. ie. EXXON Valdez.

The regulations for facility and vessel, 33 CFR Part 154 / Part 155, require planholder response plans to ensure the availability of resources by contract or other approve means. OSROs must meet the same requirements for all resources. Enclosure (1) OSRO's guidelines, will provide you detailed information on all requirements for OSRO Classification. The same are also available on our website: <http://www.uscg.mil/hq/nsfweb/NSF/onlinecosro.html>.

If an OSRO is utilizing contracted resources, then a valid attestment letter from each company that is providing resources to the OSRO shall be included in the package in addition to the information required on the data disk. An attestment letter must include the following elements at a minimum:

1. The name of the company providing the resources;
2. The name of the company receiving the resources;
3. A complete listing of the specific resources being provided from each contractor;
4. The time frame or period for which the attesting letter is valid.
5. The amount of personnel employed by the company whether full time or part-time (Onsite or Recall).

Third party Letter of Intent or contracts ( ie. Contracting resources from a company who has contracted same resources from A third Company) are not acceptable for OSRO classification purposes. You must have an agreement with the company from whom resources originate.

The OSRO guidelines, Chapter 3, provides a sample of an attesting letter that must be forwarded from the your company to the National Strike Force Coordination Center.

It is imperative that all of the information provided for your company is complete and accurate. If you do not provide the information required by the data disk for individual resource data entries, then those resources will not be counted towards your classification. There are six enclosures to this letter. Enclosure (1) is the OSRO guidelines; enclosure (2) is a listing of phone numbers for the National Strike Force Coordination Center, OSRO / RRI Section points of contact; enclosure (3) is the OSRO application check-off sheet; enclosures (4) and (5) describe the data disk application software and how to use it; enclosure (6) is the data collection disk.

We look forward to receiving your resource data and supporting attesting documentation. Your efforts to make this vital National Level program an accurate reflection of our response capabilities will be greatly appreciated. If you have any questions regarding the OSRO application or the RRI disk software, please contact the personnel listed in enclosure (2).

Sincerely,

D. G. ADAMS  
LCDR, United States Coast Guard  
Executive Officer  
By direction

- Enclosures: (1) [OSRO Guidelines dated 27 April 2002](#)
- (2) [NSFCC OSRO / RRI Staff](#)
- (3) [OSRO Application Checkoff Sheet](#)
- (4) [RRI Readme.txt instructions](#)
- (5) [RRI Software Instructions \(Navigating in the Interface\)](#)
- (6) [Data Collection Disk](#)